

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140134-4
REPORTS INVENTORY

DDS/OTR ☐ - 125X1

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

COMMO REPORTS OF DESTRUCTION

2. TYPE
OF
REPORT

☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL
LOGISTICS ☒ TRAINING
SECURITY
MEDICAL
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

MONTHLY

6. DISTRIBUTION (No. of components not
number of copies) OFFICE OF COMMO,
25X1

7. FORMAT (memorandum, form
computer print-out, etc)

FORM III

8. ADP PROCESSING

☐ YES ☒ NO
IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT
OFFICE OF COMMO

10. PREPARING COMPONENT (include lowest level
contributing information to report)

COMMO BRANCH ☐

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

NONE

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-13	\$9.10	1	\$9.10	12	\$109.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$109.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

THESE REPORTS HAVE BEEN SUBMITTED AT THE REQUEST OF THE OFFICE OF COMMUNICATIONS
AS A CONTINUING DUTY OF THE COMMUNICATIONS OFFICER ☐ TO ACCOUNT FOR THE
DESTRUCTION OF CLASSIFIED MATERIAL.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS
0
DOLLARS
0
STAT
25X1

16. DATE OF INVENTORY

28 SEPT. 1970

17. NAME AND TITLE OF PERSON FOR
COMMUNICATIONS BRANCH

18. EXTENSION

25X1